

IMPORTANT & URGENT FOR YOU IMMEDIATE ACTION

Folio No.:

31st August, 2018

To,
Name of Shareholder
Address of Shareholder

Sub: - 1. Request for submission of your Copy of PAN Card, Bank details & Email ID
2. Dematerialisation of Equity Shares

Dear Shareholder(s),

Pursuant to Circular No.: SEBI/HO/MIRSD/DOP1/CIR/P/2018/73 dated 20th April, 2018, issued by the Securities Exchange Board of India ("SEBI"), the Company is required to obtain the copy of PAN Card and Bank details from all the shareholders holding shares in physical form.

Further pursuant to SEBI Notification No. SEBJ/LADNRO/GN/2018/24 dated June 8, 2018 read with BSE Circular No LIST/COMP/15/2018-19 dated 5th July, 2018 issued to all listed Companies has directed for dematerialization of shares held in physical form.

Accordingly, you are requested to kindly submit the following documents for updation in our records:

- (i) Enclosed format duly filled in and signed by the shareholders;
- (ii) Self-attested copy of your PAN Card (all the Shareholders in case of joint holding) and;
- (iii) Original cancelled cheque leaf with your name printed on it or a copy of Bank Passbook/Statement bearing your name, duly attested by the Bank (not older than 3 months).

If the shareholder is a resident of Sikkim, the shareholder is required to submit a valid Identity proof issued by the Government.

Updation of Email Id:-

Further, to support "Green Initiative", you are requested to provide your Email ID for service of documents through electronic mode. Please ignore, if the Email has already been updated.

Registration of Mobile No.: Mobile no. of registered shareholder for future direct communication.

Registration of Nomination: You are requested to register the Nomination to your folio. Nomination form is available on our website at <https://minda.co.in/wp-content/uploads/2018/08/Nomination-Forms.pdf>

Further, SEBI vide Notification No. SEBI/LAD-NRO/GN/2018/24 dated 08-06-2018 has come out with SEBI (Listing Obligations and Disclosure Requirements) (fourth Amendment) Regulations, 2018 ("The New Regulations") to further amend the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. The New Regulations shall come into force on the 180th day from the date of its publication in the official gazette i.e. 08.06.2018 (**Last date of dematerialization of shares will be December 5, 2018**).

The New Regulations have inter alia amended the Regulation 40 of SEBI (LODR) Regulations, 2015 and as per amended Regulation 40, **the requests for effecting transfer of securities shall not be processed unless the securities are held in the dematerialised form with a depository except in the cases of transmission or transposition of securities.**

You are advised to **dematerialise** your entire physical shareholding in the Company and open a de-mat account with a Depository Participant (DP) and deposit your physical shares with such DP and get your shares de-mat at the earliest to avoid any kind of inconvenience. To know the process for dematerialization please visit <https://minda.co.in/wp-content/uploads/2018/08/Process-of-Dematerialization-of-shares.pdf> or contact us.

We request you to kindly forward duly filled in KYC form along with copies of supporting documents for the "Required" remarks within 21 days from the date of this letter to the Company's Registrar & Share Transfer Agent (RTA), **SKYLINE FINANCIAL SERVICES PRIVATE LIMITED** at D-153A, 1st Floor, Okhla Industrial Area, Phase-I, New Delhi – 110 020. Ph. No.: 011-40450193-97, 26812682-88.

Thanking you,
Yours faithfully,
For Minda Corporation Limited
Sd/-
Ajay Sancheti
Company Secretary
ICSI Mem. No.:F5605

Date:

To,
Skyline Financial Services Private Limited
D-153A, 1st Floor,
Okhla Industrial Area, Phase-I,
New Delhi-110020

Unit: Minda Corporation Limited

Dear Sir,

I/we hereby request you to update my/our below mentioned details in your records with respect to the shareholding in **Minda Corporation Limited**:-

Name of Shareholder(s)			
Folio No.(s)			
PAN	First Holder	Second Holder	Third Holder
Bank Name & Branch Address			
Bank A/c. No.			
IFSC Code			
MICR Code			
Email ID			
DP ID/Client ID			
Mobile No.			

I/we hereby declare that the particulars given hereinabove are correct and complete.

First Holder

Second Holder

Third Holder

Signature of Shareholder(s) - _____

Encl.: 1. Self- attested copy of PAN card of all the Shareholders in case of joint holding.

2. Original cancelled cheque/Bank Passbook/Statement attested by the Bank.
